

COMMITTEES OF THE ST CUTHBERT'S TRUST BOARD – MEMBERSHIPS AND TERMS OF REFERENCE



All terms of reference should be read in conjunction with the Scheme of Delegation and relevant policies/procedures. Where there is any conflict between these, the CEO may determine which takes precedence (taking account of any relevant statutory requirements) and will then ensure the conflict is addressed at the next Board meeting.

ADMISSIONS COMMITTEE

Quorum: 3

Membership

No less than 3 eligible Directors or delegated local cluster board officers

Clerk: Mrs Killen

Committee chair: to be elected at each meeting.

[Meetings to be held during the school day and convened as required](#)

Terms of Reference

To consider applications for admission to all schools across the Trust, in accordance with the admissions policy adopted by the Trust Board.

Approval of the admissions policy

APPEALS PANEL

Quorum: 3

Membership

Not less than three eligible Directors

Clerk: Mary Gibson, IPC Services

Chair: to be elected at each meeting

[Meetings to be held during the school day and convened as required](#)

Terms of Reference

To consider and decide on any appeals against the decisions of Committees of the Board or the CEO

FINANCE, AND ASSETS COMMITTEE

Quorum: 3

Membership

Mr Fearnley (chair)

Mrs Dyas

Mr Gallagher

Mr Holtby

Mr Fitzpatrick

Clerk: Mary Gibson, IPC Services

Chair: to be elected by the Board at the first meeting of the academic year

Meetings to be held after school each half term

Terms of Reference

To ensure the financial sustainability of the Trust, stewardship of assets and efficient use of resources to maximise outcomes for students.

To ensure rigour and scrutiny in budget management.

To approve a balanced budget, and any significant changes to it, for the financial year to 31 August.

To ensure that budget forecasts are accurately compiled and based on realistic assumptions.

To regularly challenge assumptions made regarding student numbers.

To adopt an integrated approach to curriculum and financial planning.

To embed the use of ESFA financial tools with financial planning, performance, and resource management.

To submit returns to ESFA by specified dates as published in the Academies Planning Calendar and report as required.

To share monthly management accounts with the chair of trustees, and other trustees six times a year, even if they do not meet in those months.

To robustly manage the Trust's cash position and avoid becoming overdrawn on any bank accounts.

To ensure that any investment risk is properly managed.

To seek approval from the ESFA for any novel, contentious or repercussive transactions.

To demonstrate that public funds have been used as intended by Parliament.

To ensure that internal delegation levels exist and are applied.

To set financial policies and procedures in line with the Academy Trust Handbook.

To ensure decisions about levels of executive pay (including salary and any other benefits) follow the ESFA guidance on setting executive pay.

Audit and Risk Committee

Quorum: 3

Membership

Mrs Dyas (chair)

Mr Fearnley

Mr Gallagher

Mr Holtby

Mr Fitzpatrick

Terms of Reference

To monitor financial plans to ensure the Trust remains a going concern.

To ensure rigour and scrutiny in budget management.

To have sound internal control, risk management and assurance processes.

To establish a control framework that regularly reports on regularity, propriety, and value for money.
To manage risks, including contingency and business continuity and maintain a risk register. The Board must retain oversight of risk and review the risk register at least annually.
To recommend to the Board the appointment of the external auditors.
To receive auditors' reports and to ensure recommendations are implemented in the following reporting cycle.
To regularly review the whistleblowing policy and ensure any reports of fraud and/or irregularity are investigated and reported back.
To maintain an accurate and up to date register of business interests.
To ensure the Trust meets the requirements of the General Data Protection Regulation.

HUMAN RESOURCES COMMITTEE

Quorum: 3

Membership

Mrs Dyas
Reverend Massie
Mr Sargeant (chair)

Clerk: Mary Gibson, IPC Services

Chair: to be elected by the Board at the first meeting of the academic year

Meetings to be held during the school day termly

Terms of Reference

- To oversee payroll and pensions provision.
 - To determine and monitor the implementation of recruitment and retention processes, including DBS and other employment checks.
 - To determine dismissal payments and agree early retirements in line with the Academies Financial Handbook.
 - To agree general employment terms and conditions (not an individual's pay/package) in line with adopted policies.
 - To dismiss / suspend CEO/COO.
 - End suspension of CEO/COO.
 - To ensure the effective management of sickness absence, including the provision of effective occupational health services.
 - To establish the Trust-wide code of conduct for staff.
 - To co-ordinate director training and development.
 - To make decisions in relation to staff pay, in accordance with the agreed Pay Policy.
 - To implement the appraisal and capability process in relation to the CEO.
 - To review and recommend for approval statutory, mandatory and ad-hoc policies in relation to all aspects of school life except those relating to financial management (considered by FCA Committee).
-

PUPIL / STUDENT EXCLUSION COMMITTEE

Quorum: 3

Membership

Clerk: Mary Gibson, IPC Services

Chair: to be elected at each meeting

Meetings to be held during the school day and convened as required

Terms of Reference

To consider permanent exclusions and fixed period exclusions exceeding 15 school days per term.
To direct reinstatement of a pupil/student.

CURRICULUM, TEACHING AND LEARNING COMMITTEE

Quorum: 3

Membership

Mrs Dyas

Mr Gallagher

Reverend Massie

Mr Sargeant

Jo Moxon (chair)

All Directors to be invited

Clerk: Mary Gibson, IPC Services

Chair: to be appointed by the Board at the first meeting of the academic year

Meetings to be held during the school day each half term

Terms of Reference

- To ensure statutory requirements are met.
 - To approve the curriculum.
 - To evaluate the impact of the curriculum.
 - Ensure provision for sex and relationships education.
 - To closely monitor and evaluate standards and achievement, including quality of teaching.
 - To approve challenging school-level progress targets.
 - To evaluate Trust-wide standards and progress for all cohort groups.
 - To establish and keep under review academy behaviour policy for pupils.
 - To monitor the impact of the academy behaviour policy for pupils.
 - To approve times of the school day and term dates.
 - To consult annually before agreeing admissions policy.
 - To deal with complaints against the Trust in accordance with the agreed policy.
 - To consider the Trust's obligations in relation to all aspects of safeguarding, including child protection, safer recruitment and e-safety.
 - To make recommendations in relation to safeguarding practice/ provision.
 - To evaluate the impact of the improvement plan and overall school performance, including standards and achievement.
 - To oversee the management of and evaluate the effectiveness of the Teaching School and Health Academy.
 - Monitor chaplaincy provision throughout all trust schools.
-

STRATEGIC COMMITTEE

Quorum: 3

Membership

(Chair, Vice Chair and Chairs of Committees)

Mrs Dyas

Mr Fearnley

Mr Sargeant

Mrs Moxon

Clerk: Mary Gibson, IPC Services

Chair: Chair of the Trust

Meetings to be held after school each term

Terms of Reference

The committee is delegated to make decisions in line with the Trust Board's scheme of delegation To plan work of the Trust Board and Local Boards in accordance with identified priorities.

- To monitor and evaluate the Trust's business strategy and plan.
- To monitor strategic business risks and opportunities, informed by the ongoing review of the risk register.
- To approve applications for additional grant funding to support development of the Trust.
- To make recommendations in relation to tendering and procurement policy and practice.
- To approve the Trust's marketing strategy, including corporate branding.
- To approve corporate events and conferences.
- To include legal disclosures on the corporate website.
- To contribute to the formulation of the Trust's development plan, through the consideration of financial priorities and proposals.
- To review annually (in the Summer term) the scheme of delegation, for approval by the Board and Members.

LOCAL BOARDS

Quorum: 3

Membership

4 Foundation members

1 Staff member

1 parent member

Chair: to be appointed by the Board at the last meeting of the summer term.

Terms of Reference

- Ensure statutory requirements are met.
- Ensure regular provision for students to participate in the celebration of The Eucharist.
- Monitor the quality of collective worship in schools.
- Develop effective school/home/parish partnerships.
- Ensure collaboration with parishes where appropriate in sacramental programmes.
- Ensure that the prayer life of the school follows the rhythm of the church's liturgical year.
- Monitor schools' provision for effective moral and spiritual development.
- Monitor chaplaincy provision in schools.
- Ensure the physical environment of the school reflects its Catholic nature.
- Establish register of business interests.
- Publish required information relating to the academy on the academy website.
- Ensure local health and safety requirements are met
- Ensure local safeguarding requirements are met

TRUST BOARD Not exhaustive

- Appoint and remove co-opted Directors.
- Approve annual budget.
- Recommend Scheme of Delegation to Members.
- Appoint CFO.
- Approve staffing structure.
- Appoint CEO and COOs.
- Establish trust wide code of conduct for staff.
- Establish trust wide appraisal and capability policies.
- Approve trust wide improvement plan.
- Appoint and remove Chair of local board.
- Appoint/dismiss Clerk.
- Establish register of business interests.
- Approve scheme for paying Officer's expenses.